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THE WHITE HOUSE

WASHINGTON

September 1, 1965

Noted by Del.

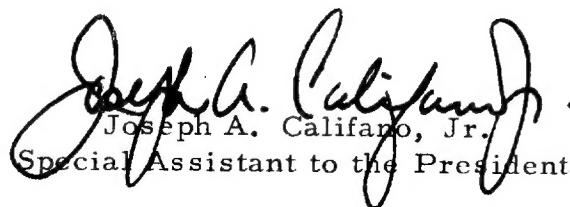
MEMORANDUM FOR

25X1

THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Many Departments and Agencies of the Government have established a policy that their two top officials cannot be out of Washington at the same time. The President desires to make this a uniform policy.

Hereafter, either the top official of an Agency or his deputy should be in Washington at all times. If, for any reason, it appears to the top official necessary that both he and his deputy be absent from Washington at the same time, prior clearance should be obtained from the White House. Such clearance can be requested in a memorandum directed to my attention stating the reasons why it is necessary for both to be out of Washington at the same time.

  
Joseph A. Califano, Jr.  
Special Assistant to the President

MEMORANDUM FOR: Director

I will ensure that this is brought to Dick Helms' attention as soon as he returns.



L. K. White

2 September 1965  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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